

Clerk stamps date here when form is filed.

**Instructions**

- This form is only for requesting an extension of time to file a brief in an appeal in a **limited civil case**.
- Before you fill out this form, read *Information on Appeal Procedures for Limited Civil Cases* (form APP-101-INFO) to know your rights and responsibilities. You can get form APP-101-INFO at any courthouse or county law library or online at [www.courtinfo.ca.gov/forms](http://www.courtinfo.ca.gov/forms).
- Fill out this form and make a copy of the completed form for your records and for each of the other parties.
- Serve a copy of the completed form on each of the other parties and keep proof of this service. You can get information about how to serve court papers and proof of service from *What Is Proof of Service?* (form APP-109-INFO) and on the California Courts Online Self-Help Center at [www.courtinfo.ca.gov/selfhelp/lowcost/getready.htm#serving](http://www.courtinfo.ca.gov/selfhelp/lowcost/getready.htm#serving).
- Take or mail the completed form and proof of service on the other parties to the appellate division clerk's office. It is a good idea to take or mail an extra copy to the clerk and ask the clerk to stamp it to show that the original has been filed.

You fill in the name and street address of the court that issued the judgment or order that is being appealed:

**Superior Court of California, County of**

You fill in the number and name of the trial court case in which the judgment or order is being appealed:

**Trial Court Case Number:****Trial Court Case Name:**

You fill in the appellate division case number:

**Appellate Division Case Number:****1 Your Information**

- a. Name of party requesting extension of time to file brief:

\_\_\_\_\_

- b. Party's contact information (
- skip this if the party has a lawyer for this appeal*
- ):

Street address: \_\_\_\_\_  
Street City State ZipMailing address (*if different*): \_\_\_\_\_  
Street City State ZipPhone: ( ) \_\_\_\_\_ E-mail (*optional*): \_\_\_\_\_

- c. Party's lawyer (
- skip this if the party does not have a lawyer for this appeal*
- ):

Name: \_\_\_\_\_ State Bar number: \_\_\_\_\_

Street address: \_\_\_\_\_  
Street City State ZipMailing address (*if different*): \_\_\_\_\_  
Street City State ZipPhone: ( ) \_\_\_\_\_ E-mail (*optional*): \_\_\_\_\_Fax (*optional*): ( ) \_\_\_\_\_

Appellate Division Case Name: \_\_\_\_\_

- ② I am requesting an extension on the time to file:
- ☐ Appellant's opening brief, which is now due on (date): \_\_\_\_\_
- ☐ Respondent's brief, which is now due on (date): \_\_\_\_\_
- ☐ Appellant's reply brief, which is now due on (date): \_\_\_\_\_
- ③ I am requesting that the time to file the brief identified in ② be extended to (date): \_\_\_\_\_
- ④ I ☐ have ☐ have not received a notice under rule 8.882(c) from the clerk that this brief must be filed in 15 days.
- ⑤ The time to file the brief: (check all that apply):
- ☐ Has not been extended before
- ☐ Has been extended before by the stipulation of the parties. The parties stipulated to (number of extensions) \_\_\_\_\_ totaling (number of days) \_\_\_\_\_
- ☐ Has been extended before by the court. The court granted (number of extensions) \_\_\_\_\_ totaling (number of days) \_\_\_\_\_
- ⑥ I am not able to stipulate to an extension to file this brief because (check one):
- ☐ The other party is not willing to stipulate to an extension.
- ☐ Other reason (please describe the reason): \_\_\_\_\_
- ⑦ The reason I need an extension to file this brief is (describe the reason you need an extension; see rule 8.811(b), for the factors the court will consider in deciding whether there is good cause to grant an extension): \_\_\_\_\_
- ⑧ The last brief filed by any party in this case was:
- ☐ The appellant's opening brief, filed on (date): \_\_\_\_\_
- ☐ The respondent's brief, filed on (date): \_\_\_\_\_
- ⑨ If this extension is being requested by a lawyer on behalf of a client, the lawyer must complete this item.
- ☐ I certify that I have delivered a copy of this application to my client (rule 8.810(e)). I declare under penalty of perjury under the laws of the State of California that the information above is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Type or print your name

\_\_\_\_\_  
Signature of party or attorney